

# Application for 2015 REGULAR LSTA Sub-Grant

For assistance in filling out this form, see the *Grant Applications Step-by-Step* document

## Section 1: Identification

1. **Project Category**  
(Check one only). Refer to the document *LSTA Project Areas and Information* for descriptions.
- ☐ 1 – Technology  
☐ 2 – Collections  
☐ 3 – Digitization

2. **Project Title** ENTER TEXT HERE

3. **Library Type**  
(Check one only).
- ☐ Academic ☐ Consortium ☐ Institutional  
☐ Public ☐ School ☐ Special  
☐ Library-Related Organization

4. **Name of Applicant Library** ENTER TEXT HERE

5. **Applicant meets all the eligibility criteria for its type of library**  
Refer to the document *Eligibility Criteria* to determine your library's eligibility.
- ☐ Yes ☐ No

6. **DUNS number** ENTER NUMBER HERE  
All applicants are required to include their library's DUNS number. Refer to the *DUNS Numbers* document.

7. **Legislative Information**  
(Check all applicable) Utah U.S. Congressional District(s) served by this project
- ☐ 1 ☐ 2  
☐ 3 ☐ 4

8. **Number of persons expected to benefit from this project** ENTER NUMBER HERE

9.1 **Project Director Name** ENTER TEXT HERE

9.2 **Mailing Address** ENTER TEXT HERE

9.3 **City** ENTER TEXT HERE

9.4 **Zip Code** ENTER TEXT HERE

9.5 **Phone** ENTER TEXT HERE

9.6 **Email** ENTER TEXT HERE

10.1 **Project Fiscal Officer Name** ENTER TEXT HERE

10.2 **Mailing Address** ENTER TEXT HERE

10.3 **City** ENTER TEXT HERE

10.4 **Zip Code** ENTER TEXT HERE

10.5 **Phone** ENTER TEXT HERE

10.6 **Email** ENTER TEXT HERE

<b>11. IMLS Primary Performance Category</b> (Check one only)	<input type="checkbox"/> 1 – Enhance a lifetime of learning opportunities <input type="checkbox"/> 2 – Provide access to information, resources, ideas <input type="checkbox"/> 3 – Provide tools for the future <input type="checkbox"/> 4 – Strengthen families and children <input type="checkbox"/> 5 – Strengthen communities <input type="checkbox"/> 6 – Sustain our culture heritage
<b>12. IMLS Secondary Performance Category</b> (Check one only)	<input type="checkbox"/> 1 – Enhance a lifetime of learning opportunities <input type="checkbox"/> 2 – Provide access to information, resources, ideas <input type="checkbox"/> 3 – Provide tools for the future <input type="checkbox"/> 4 – Strengthen families and children <input type="checkbox"/> 5 – Strengthen communities <input type="checkbox"/> 6 – Sustain our culture heritage
<b>13. Primary Users of this Grant Project</b> (Check at least one but not more than three)	<input type="checkbox"/> 1 – Adult (ages 18 – 64) <input type="checkbox"/> 2 – Children (ages 6 – 12) <input type="checkbox"/> 3 – Institutionalized persons <input type="checkbox"/> 4 – Library staff and/or volunteers <input type="checkbox"/> 5 – Non/limited English speaking persons <input type="checkbox"/> 6 – People with special needs <input type="checkbox"/> 7 – Preschool children (ages 0-5) <input type="checkbox"/> 8 – Public library trustees <input type="checkbox"/> 9 – Rural populations <input type="checkbox"/> 10 – Senior citizens (ages 65 +) <input type="checkbox"/> 11 – Statewide public <input type="checkbox"/> 12 – Urban populations <input type="checkbox"/> 13 – Young adults and teens (ages 13-17)
<b>14. Primary Service of this Grant Project</b> (Check at least one but not more than three)	<input type="checkbox"/> 1 – Continuing education for the public <input type="checkbox"/> 2 – Cultural heritage programs <input type="checkbox"/> 3 – Digitization and digital library projects <input type="checkbox"/> 4 – Economic development <input type="checkbox"/> 5 – Education related services for children and teens <input type="checkbox"/> 6 – Information access and services <input type="checkbox"/> 7 – Institutional library services <input type="checkbox"/> 8 – Intergenerational programs <input type="checkbox"/> 9 – Interlibrary loan <input type="checkbox"/> 10 – Library development <input type="checkbox"/> 11 – Literacy programs <input type="checkbox"/> 12 – Mobile services <input type="checkbox"/> 13 – Outreach services <input type="checkbox"/> 14 – Software and equipment <input type="checkbox"/> 15 – Staff development education and training <input type="checkbox"/> 16 – Technology infrastructures <input type="checkbox"/> 17 – Training for the public <input type="checkbox"/> 18 – Virtual library services
<b>15.1 LSTA Funds Requested</b> (Use whole dollar numbers)	<b>\$</b> ENTER NUMBER HERE
<b>15.21 Local Funds</b> Local Funds are encouraged, but not required	<b>\$</b> ENTER NUMBER HERE
<b>15.3 In-Kind Services</b>	<b>\$</b> ENTER NUMBER HERE
<b>15.4 Total Project Costs</b>	<b>\$</b> ENTER NUMBER HERE

## Section 2: Grant Project Narrative

Along with the document *Grant Applications Step-by-Step*, you may also want to refer to the *LSTA Project Evaluation Criteria* that will give you information on what reviewers will be looking for as they review grant applications.

### 16. Project Summary

(Between 50-150 words)

Briefly summarize the reason for submitting the proposed LSTA Grant Project. The summary should succinctly address the following:

- Why there is a need for the project, including references and statistics where applicable,
- Who the target audience is for the project, being as specific as possible, and,
- How the project will benefit the target audience.

ENTER TEXT HERE

### 17. Project Description – Activities, Outcomes, and Evaluation

(Between 250 – 500 words)

Start by writing specific detailed information about the major activities that library staff and/or partners will accomplish in order to achieve the desired outcome(s).

Next, write the outcome(s) that you expect to achieve in your target audience as a result of your project. Outcomes are a positive change in the target audiences' skills, attitudes, knowledge, behaviors, life status or life conditions.

Last, describe how you intend to incorporate evaluation throughout the project, not just as an add-on at the end. Include information on gathering baseline data at the beginning of your project, and additional data during and at the end of your project.

Refer to the information on outcomes produced by IMLS at: [www.shapingoutcomes.org/course/index.htm](http://www.shapingoutcomes.org/course/index.htm)

ENTER TEXT HERE

## Section 3: Partnerships

Libraries are encouraged to partner with other organizations when applying for LSTA funds. Libraries might consider such partners as museums, archives, cultural organizations, schools, tribal and governmental entities, social service agencies, local businesses or other community organizations.

All partners must benefit from the project, and those benefits should be clear in the *Project Description – Outcomes, Activities and Evaluation* portion of this application above. The library must serve as the applicant for the grant funds and assume fiscal responsibility if the grant is awarded. Be sure that all potential partners have been contacted before including them in the grant proposal, and include a signed **Partnership Statement** from each partner.

## Section 4: Technology

If you will be purchasing any technology in order to accomplish the outcomes of your proposed project, you must complete the following **Technology Feasibility** information. If not, simply enter "Not Applicable."

### 18.1 Applicant Library IT Contact Name

ENTER TEXT HERE

This is the contact person for library/department/division/district that provides technological services to the library applying for the grant.

### 18.2 Phone

ENTER TEXT HERE

### 18.3 Email

ENTER TEXT HERE

### 19.1 Vendor Name

ENTER TEXT HERE

If you have decided on a vendor from whom you are going to purchase your technology, please provide this information. If not, simply enter "Not Applicable."

### 19.2 Web address

ENTER TEXT HERE

### 19.3 Phone

ENTER TEXT HERE

### 19.4 Email

ENTER TEXT HERE

**20. How will the technology requested for this grant change the skill level, knowledge, attitude, behavior, life condition, or status of the target audience?**

ENTER TEXT HERE

**21. Is the technology requested in this grant application supportable in your current library environment? Why or why not?**

ENTER TEXT HERE

**22. Why is the requested technology not part of the library's normal budget cycle?**

ENTER TEXT HERE

**23. Support and Maintenance – Did you get a quote from a vendor that includes ongoing maintenance and support fees?** ☐ Yes ☐ No

**24. Support and Maintenance – Do you need to allocate local (match) funds or in-kind resources to support the technology required?** ☐ Yes ☐ No

**25. Does your LSTA proposal budget include the following items? – Cost of installation and vendor's travel expenses.** ☐ Yes ☐ No

**26. Does your LSTA proposal budget include the following items? – Training of staff and/or public on-site/off site.** ☐ Yes ☐ No

### Children's Internet Protection Act Certification (CIPA)

As the duly authorized representative of ENTER NAME OF APPLICANT LIBRARY HERE, I hereby certify that the library is compliant with:

- [Children's Internet Protection Act \(CIPA\) 47 CFR 54.520](#)
- [Internet Safety 20 USC §9134 \(f\)\(1\)](#)
- [Internet and online access policy required UCA 9-7-215](#)

By typing your name, title, and date below you are certifying that your library is CIPA compliant.

**Name** ENTER TEXT HERE

**Title** ENTER TEXT HERE

**Date** ENTER TEXT HERE

## Section 5: Budget and Budget Narrative

Please review the document **Allowable Costs** to familiarize yourself with the approved expense categories and see examples of allowable costs. For assistance with how to calculate amounts and fill out your proposed budget refer to the document **Local Funds and LSTA Funds Requested Examples**.

### PROPOSED BUDGET FORM

Please round numbers to nearest whole dollar

CATEGORY	Project Total	Local Funds	In-Kind Services	LSTA Funds Requested
<b>Personnel</b>				
Salaries*	\$	\$	\$	\$
Benefits*	\$	\$	\$	\$
Contract Services	\$	\$	\$	\$
Other (specify)	\$	\$	\$	\$
<b>Operating</b>				
Advertising	\$	\$	\$	\$
Food	\$	\$	\$	Not Allowed Cost
Photocopying & Printing	\$	\$	\$	\$
Postage & Shipping	\$	\$	\$	\$
Project Evaluation Costs	\$	\$	\$	\$
Supplies	\$	\$	\$	\$
Telephone/Data	\$	\$	\$	\$
Travel	\$	\$	\$	\$
Other (specify)	\$	\$	\$	\$
<b>Technology</b>				
Computer/laptop equipment	\$	\$	\$	\$
Other equipment	\$	\$	\$	\$
Software	\$	\$	\$	\$
Telecommunications installation	\$	\$	\$	\$
Other (specify)	\$	\$	\$	\$
<b>Capital Expenditures**</b>				
Books and/or AV materials	\$	\$	\$	\$
Qualifying Furniture	\$	\$	\$	\$
Other (specify)	\$	\$	\$	\$
<b>TOTALS</b>	\$	\$	\$	\$

\*If your project budget includes salaries and benefits, please review Salary and Wage Reimbursement.

\*\*Capital expenditures include individual items other than technology with a value of more than \$5,000 and a useful life of more than one year. Books and qualifying furniture is included as capital expenditures for the purpose of this grant, even if the total requested is less than \$5,000.

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## 27. Budget Narrative

(Between 50-100 words)

Please provide a more detailed explanation of items listed in the budget form. This section may be in the form of a list. Be as specific as possible without going into excessive detail. For example, 100 children's picture books and juvenile fiction books, gives reviewers a better understanding without listing titles.

Be sure to include how the project will be sustained after the end of the grant period.

ENTER TEXT HERE

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For Viewing Only

*These pages are required by the Institute of Museum and Library Services (IMLS), the federal agency that oversees LSTA funding.*

## Section 6: Federal Assurance Forms

**Subgrantee and Subcontractors.** These terms refer to the applicant library and any vendors the library might use to complete the proposed project. Certification responsibilities extend beyond the grantee (Utah State Library Division) to subgrantees (Libraries) and subcontractors (Vendors and Partners) under certain circumstances. For more information on terms used in this section please refer to the document *Definitions of Federal Assurances Terms*.

### Read the following before entering your information below

#### Certification Regarding the Non-discrimination Statutes and Implementing Regulations

(Applies to Recipients Other than Individuals)

The applicant certifies that it will comply with the following nondiscriminatory statutes and their implementing regulations: a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000e et. seq.) provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §701 et seq.), which prohibits discrimination on the basis of disability in programs and activities receiving federal financial assistance ; c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §1681 et seq.) which prohibits discrimination on the basis of gender and gender preference in education programs and activities receiving federal financial assistance; and d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonable take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

#### Certification Regarding Debarment and Suspension

The applicant certifies to the best of its knowledge and belief that neither it nor its principals; a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; b) have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and d) have within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.

In addition, the applicant agrees by submitting a proposal that, should the proposal be funded with LSTA federal funds, the grantee shall not knowingly enter into any project-related transactions (as defined under "lower tier covered transaction") with a person who is debarred, suspended, proposed for debarment, ineligible or voluntarily excluded from participation on this covered transaction, unless authorized by the IMLS.

The applicant further agrees by submitting this proposal to include without modification the following cause in all lower tier covered transactions in all solicitations for lower tier covered transactions:

1. The prospective lower tier participant certified, by submission of the proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

A grantee may rely on the certification of a prospective sub-recipient that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A grantee may decide the method and frequency by which it determines the eligibility of its "principals."

Except when specifically authorized by the IMLS, if a grantee knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to the remedies available to the federal government, the IMLS may terminate this transaction for cause or default.

### **Certification Regarding Lobbying Activities**

(Applies to Applicants Requesting Federal Funds in Excess of \$ 100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

### **Certification Regarding Trafficking in Persons**

The applicant must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. § 7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency and a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor. 2 C.F.R. part 175 requires IMLS to include the following award term:

As a subrecipient or partner under this award your employees may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or subawards under the award.

IMLS may unilaterally terminate this award, without penalty, if the grant recipient is determined to have violated a prohibition of this award term; or has an employee who has violated a prohibition of this award through conduct that is either associated with performance under this award; or imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," as implemented by IMLS in 2 C.F.R. part 3185.

## **Compliance with the Federal Certifications**

By typing your name, title, and date below, you are indicating your library's compliance with the federal certifications described herein (i.e. Non-discrimination Statutes, Debarment and Suspension, Lobbying, and Trafficking in Persons), and your intention to abide by all federal and state regulations governing expenditure of federal and state funds.

<b>Name</b>	ENTER TEXT HERE
<b>Title</b>	ENTER TEXT HERE
<b>Date</b>	ENTER TEXT HERE



## Certification of Application

1. I certify this application to be true and accurate to the best of my knowledge.
2. On behalf of all organizations participating in this application, I hereby assure and certify that I will comply with all regulations, policies, guidelines and requirements pertinent to the application and to the use of award funds.
3. I agree that no LSTA funds will be used for indirect or administrative costs.
4. I agree to submit interim and final reports, which include a narrative and budget, on or before the deadlines indicated.
5. If this application is approved for funding, I certify that the project will begin promptly, and will be completed as described by the deadline written in the MOA.

By typing your name, title, and date below you are certifying your agreement to the five statements outlined above.

<b>Name</b>	ENTER TEXT HERE
<b>Title</b>	ENTER TEXT HERE
<b>Date</b>	ENTER TEXT HERE

## SUBMISSION DEADLINE

The completed application form with all pertinent attachments  
**MUST** be emailed to:

Telesa Nicholes, LSTA Coordinator – [tnicholes@utah.gov](mailto:tnicholes@utah.gov)

No later than **11:59 PM on June 15, 2015** to be eligible for funding consideration.